

Approved For Release 2002/05/07 : CIA-RDP80-00473A000100010019-4

14 July 1976

MEMORANDUM FOR: Chief, DDI Management Staff

SUBJECT : CIA Operations Center's Efforts to  
Fight Inflation.

1. The Operations Center continues efforts to reduce daily operating costs. The Center's expenses are closely monitored by our staff. We will stay within our budget, despite continually escalating costs, for the second consecutive year.


2. Our cable room complement is now at full strength, and has been for the past year, resulting in a decrease in overtime costs of approximately \$9,000.00. Further planned reductions in overtime costs will result in an additional savings of some \$1,600.00 per year. As we reported earlier, on 18 January 1976 our two man day Senior Duty Officers merged with the three night Duty Officers into a five man constantly rotating staff of 12 hour watches, enabling us to save some \$3,000.00. Also on 18 January our six Senior Watch Officers began rotating 12 hour watches with annual projected savings of some \$9,000.00. We have had an additional saving of some \$4,000.00 in annual overtime costs by assigning relief officers to the NMCC when available.

9,000

3. On 6 June 1976 our Associate Watch Officers went to 12 hour rotating shifts as well, thus eliminating the need for overtime in the amount of approximately \$5,000.00. An additional \$10,000.00 over and above what we previously predicted has been accomplished by converting to standard 3 ply paper on the press machines. Reduction of newspapers and magazine subscriptions have resulted in a saving of \$200.00. We have eliminated \$2,000.00 in clerical overtime by staggering clerical reporting times, and continue to do so.

5,000  
15,000  
2,200  
3,200

II 4. Our total annual projected savings amount to \$37,200.00 with an additional \$6,600.00 for a total of \$43,800.00. We will continue to monitor closely our operating procedures to reduce costs wherever possible.

  
Vincent J. Hayman  
Chief, CIA Operations Center

STATINTL